EMPLOYEE HANDBOOK

DODGE CITY COMMUNITY COLLEGE

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First Addition - January 1986

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NOTES

WELCOME

NOTES

Dear DCCC Employee,

It is my special pleasure to welcome each new and returning faculty and staff member to Dodge City Community College. We are delighted to have each of you as part of our college and believe that you will find many challenges and rewards during your career with us.

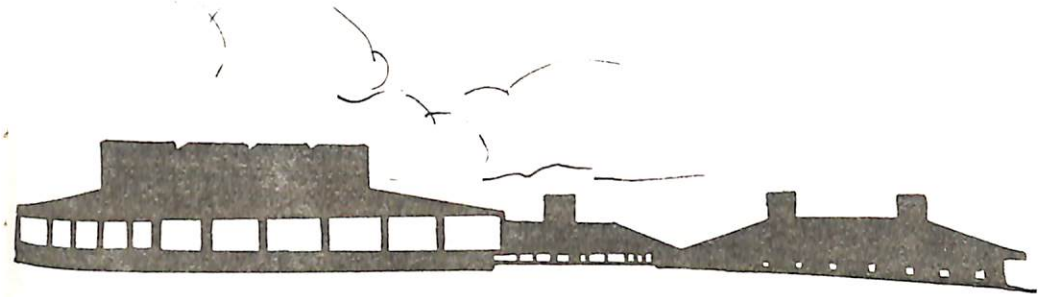
Dodge City Community College is continuing to grow and develop and we need talented and dedicated employees such as you. We are also growing in quantity and quality of instructional programs, as we strive to increase enrollment in both credit and non-credit programs.

You have joined an organization that you can be proud of - for **you** are Dodge City Community College! **You** determine our direction, our goals, and ultimately the accomplishments we achieve. Dodge City Community College's continued success is a reflection on the skills and abilities of each of **you.**

I wish you a productive and satisfying career at Dodge City Community College - futures do indeed begin here!

Sincerely,

Gay Dahn
President



PREFACE

This edition of the Dodge City Community College Employee Handbook is intended to give new staff members, as well as long-time employees, an overview and update of personnel practices, benefits, and services. For a more complete and official description of employment policies, you might wish to review the Board of Trustees' Policy Manual. Copies are available in your division dean's office and at the Learning Resource Center.

As a progressive organization, Dodge City Community College must occasionally change, add or delete certain practices and procedures. As these changes occur and new procedures become effective, you will be sent information to include in this handbook.

All employees are expected to become familiar with current personnel practices and to abide by the policies and regulations of the college. If you have concerns or questions regarding the information in this handbook, or about your own employment situation, please contact one of the staff members listed below. We are anxious to serve you in any way that we can and to assist in making your employment at Dodge City Community College safe, fulfilling and most productive.

Gay Dahn ..... President

Nancy Finch ..... Personnel Mgr./Affirmative Action Officer

Vada Hermon ..... Director of D.P./Business Operations

Melba Komarek ..... Payroll Bookkeeper

WELCOME TO DCCC

We are pleased that you are joining us as a member of the Dodge City Community College family.

We should occasionally take time to pause and reflect on the history of the college, to recognize contributions of all those who have made Dodge City Community College one of the outstanding institutions of higher education in the State of Kansas.

Charged with the responsibility to be a comprehensive community college, DCCC offers the first two years of the regular baccalaureate program. It also provides vocational and technical training, career and general education programs, and the community education component is active and extensive. People of all ages and from all walks of life avail themselves of opportunities at Dodge City Community College. The college also offers a rapidly developing program in community services, including an extensive night college, adult education, child care and outreach programs.

In the final analysis, Dodge City Community College is PEOPLE, the students, and the faculty and staff who serve those students by bringing them the best education possible and by giving them the chance to be all that they are capable of being.

We are glad that you're here. Have an exciting and productive time with us at Dodge City Community College.

CAMPUS FACILITIES

The Dodge City Community College campus consists of an 145-acre rolling hills tract on the northwest edge of the city. Perhaps as important as any other function of the college is the creation of a collegiate and cultural center in Southwest Kansas. Facilities located on the single campus site include:

Student Union Building, housing Student Affairs (including Admissions, Counseling, Records, Career Placement Officer, and Financial Aids), Bookstore, Food Services, Campus Mail, Copy Center, with Graphics Office, Plant Operations and Maintenance Department.

Health, PE, and Recreation Building, with gym, classrooms and locker facilities, wrestling and weight rooms, racquet ball and tennis courts, and baseball/softball diamonds.

Math and Sciences Building, with classrooms, lecture rooms, and laboratories.

Fine Arts and Little Theatre Building, housing Allied Health, Health Offices, Fashion Merchandising, Vocal and Instrumental Music, and the Art Department.

Humanities, with classrooms and labs, housing Career and Business Occupations, the computer lab, and the Humanities.

Learning Resource Center, housing external and developmental services, library services, and KINF Radio/TV Station facilities.

Agriculture Technology Complex, consisting of the main building, diesel technology shop, annex, and horse barn with adjoining 45,000 sq. ft. rodeo facility and training corrals.

Administration Building, housing business services, academic affairs office, administrative services office, personnel, payroll, grant funding offices, Center for Business and Industry, community relations, and President's office.

Dormitories, Glecker-Zollars Hall, Russell-Revitte Hall, Sheldon Hall, Sites-Franklin Hall, and mobile units with housing capacity for 300 students.

Jogging Trail, a 1¼ mile jogging and fitness trail is available for students, staff, and public use. The whole family can come together on a fresh air fitness outing that inspires beginner through marathoner. The courses with its 20 fitness stations, and ½, 1, and 1¼ mile courses, provides warm-up, conditioning, and cool-down activities. For competitive joggers and runners, the "course extension" offers an on-going challenge to go the distance. This specialized recreational facility offers physical entertainment and a scenic view of our campus.

Lake Charles, is an acre and a half fishing pond stocked by the state, which adds beauty and fun to the outdoor sports facilities on campus.

The Gazebo, is a covered shelter house and is available for picnickers, studying, and just gazing at the scenery around campus.

OFF-CAMPUS FACILITIES

Adult Learning Center, 2501 First Avenue, Dodge City

Child Care Center, 706 Ninth Avenue, Dodge City

R.S.V.P. Office, 401 Longbranch, Dodge City

Outreach Centers, located in the college's service area, cover a nine county area.

IN THE COURSE OF YOUR DAY

NOTES

YOU ARE DCCC!

As an employee of Dodge City Community College, you represent the college both on and off your job site. Since your conduct influences the general public's opinion of the college, we ask that you serve as a proud and positive ambassador for Dodge City Community College and the services we provide to the community. Community relations is everyone's responsibility and we thank you for doing your part!

Courtesy and cooperation are essential to the successful operation of our college. Every employee is expected to be courteous and helpful to students, visitors, and colleagues.

WORK HOURS AND ABSENCES

All employees are expected to be at their work site at the time arranged with their supervisor. For many employees, that will be 8:00 a.m., with at least a one-half (½) hour lunch period for hourly staff. Work hours and days may vary according to shift or work assignment.

If it is not possible to be at your work station at the arranged time, it is necessary to call the appropriate person in your department to inform them of the predicted length of your absence. Unless arrangements have been made prior to a planned leave, a phone call is required each day of a period of absence. After three (3) consecutive work days of absenteeism without notification to your supervisor, the Personnel Office will be notified so that action can be taken regarding your employment.

Prior to taking a leave of absence for purpose of vacation, personal business leave, military or jury duty, or other planned absence, an Absence/Travel Expense Report must be submitted to and approved by your immediate supervisor. Upon return from an absence due to personal illness, family illness, death in the family or a funeral, a report must be submitted and approved.

The Absence/Travel Expense Report may be obtained from your division office, or from the Payroll office in the Administration Building.

INCLEMENT WEATHER AND EMERGENCY CLOSING OF THE COLLEGE

In the event of inclement weather, or natural or man-made state of emergency, employees are expected to follow public announcements about official closings. however, in some cases, personnel may be required to report for duty. Closing announcements will be broadcast over (at least) KGNO Radio Station (located at 13.70 on the AM dial), and KTVC Television Station (located on either channel 5 (cable) or 6 on the television dial). Consult your direct supervisor about procedures to be followed in your area.

HANDLING INFORMATION

Some employees will work with information which is of a confidential nature. If you are given such information, you are expected to keep the confidence placed in you, and you should not share the information with unauthorized persons.

SAFETY AND SECURITY

Safety and the prevention of accidents are the responsibility of every employee. You should protect yourself and other employees from job hazards, strive to prevent fires and accidents, and promote safety at all times. You should report any potentially unsafe condition, or accident, to your supervisor immediately. Issues also related to safety, health, and security should be directed to the Director of Physical Facilities.

CARE AND USE OF EQUIPMENT

It is important that you use college equipment and supplies as carefully and economically as you would your own. Recent budget restraints have severely limited the dollars available for new or replacement equipment.

ENERGY CONSERVATION

Dodge City Community College takes pride in becoming a leader in the area of energy conservation. Great strides have been made toward decreasing our energy usage through the cooperation of all staff members. Your support in this effort will be appreciated and truly will be a financial benefit to the college.

PERSONNEL FILES

The official personnel file for each employee will be kept at all times within the Personnel Office. All official employment documentation such as contracts, evaluations, and application materials will be kept in this file. You may have access to your file (except for confidential letters of reference) and may insert information related to your employment at any time. Other individuals with access to your personnel file are the President, Personnel Office staff, Payroll Bookkeeper, and your supervisor(s).

CAMPUS SWITCHBOARD

The campus switchboard will be open Monday through Thursday, 8:00 a.m. to 9:00 p.m., and 8:00 a.m. to 5:00 p.m. on Friday during the regular school session. Saturday switchboard hours are 9:00 a.m. to 12:00 p.m. It will be closed evenings during the summer months and all college observed holidays throughout the year. During the hours the switchboard is closed, messages may be left on the code-a-phone by using our toll free number, 1-800-742-9519, (using the 800 number, calls from within Dodge City can be recorded).

CHANGES IN PERSONAL DATA

In order for us to maintain accurate records, it is necessary that the Personnel Office be notified promptly of any changes in name, address, phone number, and name of individual to contact in case of an emergency. Upon completion of additional college coursework, you should forward a copy of your transcript to the Personnel Office.

PAYROLL INFORMATION

Paychecks are distributed on the 25th day of each month, or on the preceding work day if the 25th falls on a weekend or holiday. The December check shall be due on the last working day of the semester.

Payroll deduction requests should be made to the Payroll Bookkeeper in the Administration Building. The Payroll Bookkeeper also has information about KPERS, FICA, Workman's Compensation, and other insurance benefits. If you wish to have your paycheck mailed, special arrangements can be made in that office. Additionally, arrangements for other payroll deductions should be made through the Payroll Office.

OATH OR AFFIRMATION OF OFFICE OR EMPLOYEE

All personnel must sign an Oath or Affirmation of Office or Employee upon employment. (Board Policy 813)

CERTIFICATION OF HEALTH

All personnel new to the college are required to have a physical examination before employment. The proper forms as approved by the Kansas State Board of Health are to be used. Thereafter, additional certification of health shall be required at least once every three years.

The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the students; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. (Board Policy 814)

GARNISHMENT AND LIENS AGAINST SALARY

You are urged to handle your personal affairs in such a manner as to avoid garnishment and liens against your salary. However, if such a situation arises, you will be notified by the Business Office and your cooperation will be appreciated.

LEAVING EMPLOYMENT AT DCCC

In the event that you choose to terminate your employment with the College, you are asked to submit a letter of resignation stating your last date of employment and reason for leaving. When your letter of resignation is received by the Personnel Office, an exit interview will be scheduled for your last day on campus. You will be required to return all college keys, credit cards, and your employee identification card at that time. In addition, you should make every effort to have returned all college-owned property and settle any indebtedness to the College by the time of your exit interview. The Personnel Office will notify the Payroll Office to release your final paycheck after these matters have been cleared.

PERSONNEL POLICIES

NOTES

EMPLOYMENT STATUS - FULL-TIME PERSONNEL

Employment status will be established at the time of employment as follows:

FULL-TIME CONTRACTED INSTRUCTIONAL PERSONNEL

Refers to a professional employee who has been contracted by the Board for a minimum of 177 working days, a full work day or full-time teaching assignment with a minimum of 177 contract days.

FULL-TIME CONTRACTED ADMINISTRATIVE PERSONNEL

Refers exclusively to a member of the administrative staff who has been hired, appointed, and contracted by the Board in a position as dean, or other title defined by the President as being a member of the college's administrative structure. Administrators are employed for a one-year period extending from July 1 through June 30, or employed on at least a nine-month contract.

FULL-TIME HOURLY CLASSIFIED PERSONNEL

Refers to non-contracted personnel including employees who work in offices, physical facilities, sales, and other areas and are hired on the basis of a 40-hour work week for a 12-month fiscal year. (Board Policy 802.1)

EMPLOYMENT STATUS - PART-TIME PERSONNEL

Employment status will be established at the time of employment as follows:

PART-TIME CONTRACTED INSTRUCTIONAL PERSONNEL

Refers to those persons employed in a part-time instructional capacity or other part-time employment of the college or in a temporary full-time instructional capacity or other temporary full-time employment with the college for the purpose of temporarily replacing a full-time employee who is on leave, or filling a position that is temporarily supported by grant (soft) money.

PART-TIME CONTRACT ADMINISTRATIVE PERSONNEL

Refers to a member of the administrative staff who has been hired, appointed, or contracted by the President of the College in a supervisory position. Part-time administrators work less than a full work day with hours and assignments to be determined at time of hiring.

PART-TIME HOURLY CLASSIFIED PERSONNEL

Refers to non-contracted personnel including employees who work in offices, physical facilities, sales, or other areas, and are hired on the basis of less than a 40-hour work week and/or less than a 12 month fiscal year.

OTHER PERSONNEL

Exceptions must be defined on an individual basis by the President of the College. (Board Policy 802.2)

PERSONNEL CLASSIFICATION AND CONTRACTS

INSTRUCTIONAL STAFF (PROFESSIONAL EMPLOYEES)

Persons working at Dodge City Community College as either full-time or part-time instructors will be considered instructional staff and professional employees.

BARGAINING UNIT PERSONNEL

Those instructional staff members who are employed on a full-time basis and are assigned as full-time instructors and are considered professional employees in credit programs at the post-secondary level, are included in this category.

The Board of Trustees and the Faculty Association which serves as representatives of the full-time professional employees recognize and are bound by professional negotiations provisions pursuant to K.S.A. 72-5413 et seq.

ISSUANCE OF CONTRACTS: Professional employee contracts will be issued by July 1 to all full-time professional personnel. All full-time professional employees will be on a signed contract basis. The Negotiated Agreement shall be a part of individual professional employee contracts with the same force and effect as though fully set forth therein. The Negotiated Agreement will be available from the Faculty Association President. (Board Policy 803.1)

ADMINISTRATIVE STAFF

For the purpose of these policies, procedures, regulations, and rules the term "administrator" refers exclusively to a member of the administrative staff who has been hired, appointed, and contracted with by the Board in a position as dean, director, or other title defined by the college as being a member of the college's administrative structure.

This group includes all persons working at Dodge City Community College with either college-wide responsibilities for planning, organizing, budgeting, and establishing of administrative regulations; or those staff members who are responsible for directing operational decision making to their assigned area or function and developing specific procedures for carrying out those decisions within approved policy and/or administrative guidelines.

ISSUANCE OF CONTRACTS: Those individuals employed in an administrative position shall have appropriate educational background and/or experience in their field, will be issued continuing contracts. First level administrative personnel include those of Dean of Administrative Services, Dean of Instruction, and Dean of Student Affairs, and these positions shall report directly to the President. Second level and third level administrative positions include those of directors, coordinators, managers, and counselors and these positions shall report to their respective first level or second level administrative supervisor except that the Director of Community Relations and Resource Development shall report directly to the President.

Administrators are not included in the bargaining unit of the Faculty Association and are not covered by the provisions of K.S.A. 72-5412 et seq. which provides the procedures for professional negotiations. (Board Policy 803.2)

HOURLY CLASSIFIED STAFF

Persons working at Dodge City Community College who perform secretarial/clerical, data processing, physical plant, security, technical, and service-type functions and who are non-exempt employees paid on an hourly rate are known as classified staff. For hourly classified personnel, the work week starts at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. (Board Policy 803.3)

Secretarial/Clerical: Refers to all persons working at Dodge City Community College who perform secretarial/clerical functions such as typing, recording, transcribing, filing, clerking, sorting, record/bookkeeping, data processing operations, and office machine operations.

Plant Services: Refers to all persons working at Dodge City Community College who perform physical plant-related functions such as mechanical maintenance, carpentry, painting, grounds maintenance, custodial services, vehicle drivers, and security services.

Technical Services: Refers to all persons working at Dodge City Community College who are employed in technical positions and work under the supervision of an administrator. Technical services personnel possess skills and qualifications that allow them to perform technical tasks or assignments.

Any person employed in the category of classified staff <u>will not</u> be issued a contract. Personnel in these positions will be considered as non-exempt employees as prescribed under the Wage and Hour Law provisions.

All classified staff employees will be issued time cards and shall clock in and out every day. In the event time clock machines are not available within a work location and/or it becomes necessary to handwrite times on the time card, the classified employee must obtain the approval of his/her supervisor. The supervisor's initials or name must appear next to the handwritten time notation.

EMPLOYEE ASSOCIATIONS

All employees covered by the Faculty Negotiated Agreement, a contract negotiated between the college the the Dodge City Community College Faculty Association, should refer to that agreement with regard to rules and regulations for their employment in addition to those described in the Board Policy Manual. Under existing Kansas statutes, the Board is not required to bargain collectively with administrators or other staffs not bound by the Negotiated Agreement. (Board Policy 806)

EQUAL OPPORTUNITY EMPLOYER/ AFFIRMATIVE ACTION

Dodge City Community College declares and reaffirms to its students, employees, and to the public that it is firmly committed to equity in recruitment, employment, and promotion in all job classifications and in all educational programs without regard to race, creed, color, religion, sex, age, marital status, national origin, ancestry, physical handicap, or disability. In order to assure that equal opportunity is afforded to all students, employees, and applicants, Dodge City Community College recognizes the need for, and the implementations of, an Equal Opportunity/Affirmative Action Program. (Board Policy 801)

The college reaffirms its commitment to comply with all applicable federal, state, and local laws, regulations, and orders. In keeping with this commitment, Dodge City Community College ensures that all decisions pertinent to employment and conditions of employment will be rendered without regard to those factors named above. The Board adopts and supports a comprehensive Affirmative Action Policy which pledges to recruit, hire, train, promote, compensate, assign, transfer, discipline, terminate, or renew persons in all employment classifications without regard to those same factors listed previously.

Any person who believes that he or she has been the recipient of a discriminatory act may file a grievance with the college's EEO Office, or contact the Personnel Office in the Administration Building.

EMPLOYEE COMPLAINT PROCEDURES

Any employee may pursue a job-related complaint through the following process. Complaints should be brought to the attention of the employee's immediate supervisor within twenty (20) working days from the date of the occurrence of the event giving rise to the complaint, or twenty (20) working days of the date that the employee should reasonably become aware of the event. Within ten (10) working days after presentation of the complaint, the immediate supervisor or designee, will respond in writing to the employee.

In the event the complaint has not been satisfactorily resolved at this level, the employee may pursue the process, in written form, to the next level of authority within three (3) working days. The response from this administrative level will be given in writing no later than ten (10) working days after receipt of the written complaint.

This time frame will be followed at all subsequent administrative levels through the President or designee.

All complaints reaching the President, or designee, through the line of administrative authority will be finally adjudicated by the President, or designee. Complaints which come to the attention of members of the Board of Trustees will be referred to the President for resolution.

Concerns of employees that are addressed within the Faculty Negotiated Agreement will be processed through the procedures established in that agreement.

An aggrieved administrator shall first discuss the problem with the immediate supervisor, i.e., a director with a dean, a dean with the President.

If no resolution of the grievance is achieved in the above process, the director may appeal directly to the President; a dean may appeal directly to the Board. If the director is dissatisfied with the President's ruling, the director may appeal directly to the Board. When an appeal reaches the President, his/her decision will be in writing within ten (10) working days of receiving the appeal. When an appeal goes to the Board, a decision by the Board will be made in writing within five (5) working days following the next regular Board meeting. All appeals under this procedure must be in writing.

PROBATIONARY PROCEDURE FOR NEW CLASSIFIED PERSONNEL

All new full-time and part-time classified employees will be employed for a probationary period of 30 calendar days, with the provisions of extending the probationary period for another 30 or 60 days, with the approval of the supervisor and the Personnel Office.

The following procedures will be followed:

1. Five (5) working days prior to the end of the 30 calendar day probationary period, the immediate supervisor will conduct a written performance evaluation of the new employee. The standard evaluation instrument for classified employees will be used.

2. A written recommendation, along with the completed evaluation instrument, will be submitted to the Personnel Office two (2) working days prior to the termination date of the probationary period. The recommendation, based on the individual's job performance, will request the full or part-time employment status be continued, or that the probationary period be extended 30 or 60 days, or that he/she be terminated from employment at the end of the probationary period.

3. The Personnel Office will officially notify each employee, in writing, of the supervisor's recommendation.

4. If the employee is to be terminated, the Personnel Office will prepare the necessary termination materials. In addition, the Personnel Office will schedule an exit interview with the employee. (Board Policy 811)

PROBATIONARY PROCEDURE FOR CURRENTLY EMPLOYED CLASSIFIED PERSONNEL

Should an employee be rated unacceptable or marginal on a written evaluation, the supervisor may recommend that the employee be placed on probation. Determination of probation and the length of probation (not to exceed 60 calendar days) will be made by the Personnel Office in consultation with the appropriate administrative staff. Notification of probation will be in writing and a copy signed by the employee will be placed in the employee's personnel file.

Specific recommendations to reach acceptable levels of performance will be in writing. A time schedule will be established to determine progress. This progress will be reviewed with the employee during the probationary period.

Within five (5) days prior to the conclusion of the probationary period, the supervisor will prepare a written evaluation which will be discussed with the employee. This will be forwarded to the Personnel Office with a recommendation to either restore the employee to regular status or to terminate the employment. If the recommendation is for termination of employment, the Personnel Office will prepare the necessary termination materials to be submitted and will schedule an exit interview with the employee. (Board Policy 811)

PERFORMANCE EVALUATION

Concerns dealing with employees who are addressed within the Faculty Negotiated Agreement will be processed through the procedure established in that Agreement.

All administrative and classified personnel will receive an annual written evaluation each year during the month of February. The immediate supervisor will complete the standard evaluation form for administrative or classified staff. The evaluation will be reviewed with the individual employee. The original evaluation form, signed by both the supervisor and the employee, will be forwarded to the Personnel Office by the last day of the month in which the evaluation was to be completed.

Supervisors may conduct an evaluation at any other time during the year that they feel is necessary. If the standard form is not used for additional evaluation, other written documentaion concerning performance should be forwarded to the Personnel Office for the employees's official file. Any material that serves as an evaluation of am employee's performance must be discussed with that employee and signed by both parties.

The immediate supervisor will be responsible for the implementation of the performance evaluation. (Board Policy 809)

EMPLOYEE DISCIPLINE

Concerns dealing with employees who are addressed within the Faculty Negotiated Agreement will be processed through the procedure established in that agreement.

In the event of employee misconduct, the following procedures will be followed:

1. **Oral Reprimand**

   Given by the immediate supervisor to the employee. This should be documented by the supervisor and filed in the supervisor's office.

2. **Written Reprimand**

   Formal notice to the employee stating that if corrective action is not taken on a particular problem or inefficiency within a certain time period, a recommendation for suspension from work will be made. A copy of this written reprimand will be forwarded to the Personnel Office to be placed in the employee's official personnel file.

3. **Suspension**

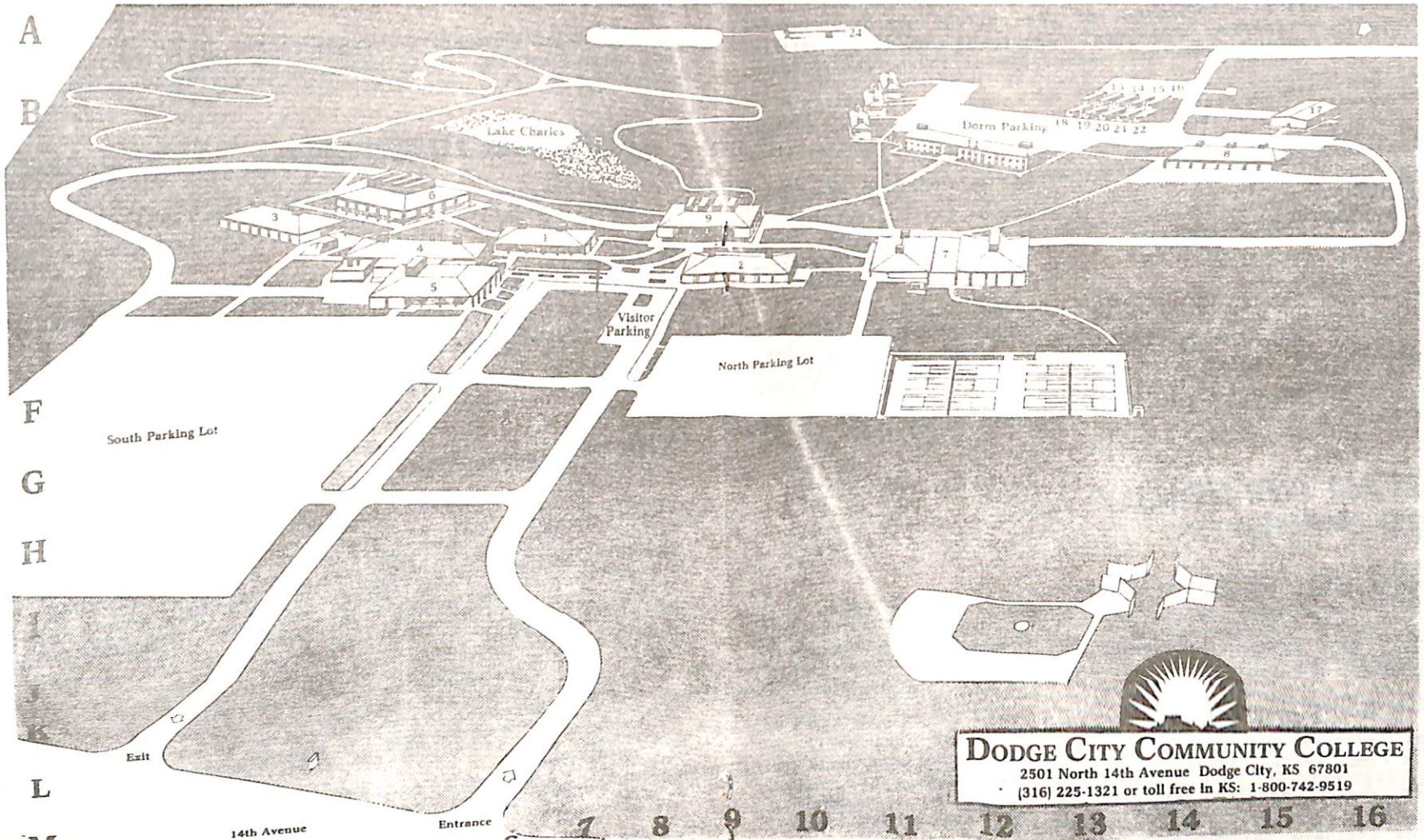
   Upon recommendation of the immediate supervisor, and with the approval of the President, a written notice will be sent from the Personnel Office informing the employee of his/her suspension from work, with pay, for a period of up to three (3) work days.

4. **Discharge**

   Before any employee will be discharged, a meeting between the supervisor, employee, and the Personnel Office, will be held to review the situation. If the decision is to terminate, the recommendation will be presented for approval to the President's Office. Upon approval, the Personnel Office will prepare and send a written notice of discharge to the employee. (Board Policy 810)

TUTORING

Instructional personnel employed by the college should not provide tutorial service for pay to students enrolled in their own classes. Facilities, equipment, or materials belonging to the college should not be used for private tutoring or in conjunction with academic, athletic, or extra-curricular activities for which you receive payment.



Administration (1) D6
Science & Math (2) E9
Humanities (3) D3
Fine Arts (4) D5
Little Theatre (5) E5
Learning Resource Center (Library) (6) C5
Physical Education (7) D11
Agriculture Technology (8) C14
Student Union (9) D9
Dormitory No. 1 (Sheldon) (11) C12
Dormitory Housing (Trailers) (12-16) B13
Agriculture Technology Annex (17) C15

Dormitory Housing (Trailers) (18-22) B13
Dormitory No. 2 (Sites-Franklin) (23) B11
Horse Science (24) A10
Dormitory No. 3 (Russell-Revitte) (25) B11
Dormitory No. 4 (Gleckler-Zollars) (26) B11
Baseball Practice Fields J13
Fire Science Area B14
Football Practice Field K16
Handball & Tennis Courts G12
Lake Charles C7
Visitor Parking E8
Wells Fargo Game Field B2-9

Offices in Administration Bldg.: 100's.
Classrooms in Science & Math Bldg.: 200's.
Classrooms in Humanities Bldg.: 300's.
Classrooms in Fine Arts Bldg.: 400's.
Classrooms in Little Theatre: 500's.
Conference rooms in LRC: 600's.
Classrooms in Physical Education Bldg.: 700's.
Classrooms in Agriculture Technology Bldg.: 800's and 1000's.
Rooms in Student Union: 900's.

NOTE:
Physically-limited students and visitors have access to classroom and restroom facilities in many buildings. Well-marked reserved parking is also available for physically-limited persons.

DCCC CAMPUS MAP
DRAWN BY GREG GASKILL
GRAPHICS BY DENISE WARSHAW

EMPLOYMENT AND ASSIGNMENT OF RELATIVES

Relatives of full-time employees of the college may be considered for full-time or part-time employment provided they are qualified for the position for which they have made application and the following conditions are met:

1. They do not have a relative currently employed by the college in an administrative or supervisory position, or Trustee position.

2. They are not employed in or transferred to the same department where a relative is assigned.

3. They are not employed in or transferred to positions where an immediate supervisor/subordinate relationship with a relative would exist.

A relative is defined to include: spouse, children, parents, brothers, sisters, grandparents, grandchildren, uncles, aunts, nephews, nieces, cousins, and in-laws of the employee, whether the relationship be of whole or half blood, foster or by marriage. (Board Policy 806)

NOTE: In general, nepotism is discouraged in all new hiring situations. Any exception to this practice must be approved by the President.

OVERTIME PAY FOR HOURLY CLASSIFIED EMPLOYEES

The college has established the hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, as the "standard" 40 hour work week. All offices will be staffed during this time. However, a different work week for certain employees may be established by departments to accommodate their operational needs or to make use of flextime scheduling of personnel.

All hours worked over the prescribed 40 hours per week will be recognized as overtime and payment for those hours will be paid at the rate of 1½ times the regular hourly rate of the individual employee. Due to budgetary limitations, overtime for classified personnel is discouraged and hourly classified employees must gain prior supervisor/administrator approval.

Closing for inclement weather and college holidays are considered as hours worked within the prescribed 40 hour work week.

Those employees on sick leave or on an approved vacation during the time the college is closed for inclement weather will be allowed to cancel their leave and be paid for the period the college is closed. Employees must complete and submit their own Absence/Travel Expense Report. (Board Policy 807)

COMPENSATORY TIME OFF FOR OVERTIME PAY (Effective April 15, 1986)

Effective April 15, 1986, the college will grant hourly paid classified staff employees compensatory time off at the rate of 1½ hours for each hour of overtime worked. Employees can accrue a maximum of 240 hours of comp time (160 overtime hours worked) before the college must pay overtime premiums in cash.

If an employee earns a total of 40 hours prior to the close of the workweek, the employee may be given straight time off during the workweek to maintain the employee's total hours at 40. If an employee's total hours exceed 40 in a given workweek, and the employee is paid on a monthly basis, the employee may be given 1½ hours off for each hour of overtime during some other week or weeks of the pay period.

Comp time in lieu of overtime pay must be given under an agreement or understanding between the college and the employee. When compensatory time is agreed to and approved by the employee and the immediate supervisor, it will be given at the ratio of 1½ hours for each hour worked above the regular schedule within the work week.

The college will allow employees to use their accrued comp time within a reasonable time after the employee's request, subject to the limitation that the employee's use of comp time does not "unduly disrupt the operation" of the college. A request for use of comp time in lieu of overtime must be submitted using the Absence/Travel Expense Report charging the absence to the "other" category and explained as "Comp Time", and turned in no later than the 13th of the month in which it is earned.

Any arrangement whereby the college "buys back" comp time accruals from the employee must include payment at the time-and-a-half rate. Employees who retire, quit, or are otherwise terminated are entitled to be paid for all unused accrued comp time at their regular rate of pay earned during the period immediately prior to their termination, or at their average regular rate of pay over the previous three years, whichever is higher.

Any employee who volunteers for occasional or sporadic employment with the college but in a different work capacity will not have those occasional or sporadic work hours included in his or her regular hours for overtime purposes, and employees who do volunteer to work for the college will not be credited for overtime entitlement for such work. If an employee earns overtime in a workweek, and the employee is not compensated under a time-off plan during the pay period, the employee must be paid 1½ times his or her normal hourly rate for each hour of overtime worked.

The Fair Labor Standards Amendments of 1985 specifically exempts the college from liability for overtime premiums until the effective date of the amendments (4/15/86), and the college is not required to conform to the Wage-Hour overtime requirements until that time.

NOTES

EMPLOYEE BENEFITS

NOTES

ELIGIBILITY FOR BENEFITS

Employees are eligible for benefits as a condition of employment as follows:

FULL-TIME PERSONNEL - CONTRACTED EMPLOYEES

Those contracted persons not covered by a negotiated agreement and all administrative personnel will receive all fringe benefits, to include FICA, KPERS; group insurance, including health and dental; travel, accident, short-term disability insurance, professional liability, errors and omissions, and unemployment insurance; sick leave, personal leave, professional leave and vacation leave; and Workman's Compensation.

Those contracted persons who are covered by a negotiated agreement will receive benefits as outlined within the Faculty Negotiated Agreement.

FULL-TIME CLASSIFIED PERSONNEL- NON-CONTRACTED EMPLOYEES

All classified personnel will receive fringe benefits, to include FICA, KPERS; group insurance, including health and dental; travel, accident, professional liability, errors and omissions, and unemployment insurance; sick leave, personal leave, and vacation leave; and Workman's Compensation.

PART-TIME PERSONNEL

Those persons employed on a part-time basis will receive FICA; travel, accident, professional liability, errors and omissions, and unemployment insurances; and Workman's Compensation; and vacation on a pro-rated basis (with the exclusion of part-time instructors who receive no vacation benefits). (Board Policy 816)

HEALTH AND DENTAL INSURANCE

Full-time employees will receive insurance coverage as follows:

The college will provide to each full-time employee, single or family (as applicable in each case) comprehensive health coverage (including hospitalization) with comparable specifications to the coverage afforded by Kansas Blue Cross-Blue Shield. Such health coverage will be provided by the college and/or a company or companies selected by the Board of Trustees and shall provide for at least the following:

1. Major Medical Coverage
2. Dental Coverage
3. Pregnancy Coverage

Copies of the health and dental coverage plan will be provided to all employees upon hire and a copy of the plan is on file in the Administrative Building.

On the 91st day of total disability, the college's responsibility to provide health coverage shall cease, however, the disabled employee may continue membership in the college's health insurance group at his/her own expense.

CONTINUED GROUP BENEFITS

An employee who is terminated for any reason is entitled to have Continued Group Benefits for a period of up to six months from the date of termination. Continued Group Benefits for a terminated employee or member or such person's covered dependents include hospital, surgical, or major medical expense insurance and dental insurance under the Group Contract. A person whose employment is being terminated may continue group benefits by paying the required dues to the plan (not the college). No gap in coverage will be permitted.

TRAVEL AND ACCIDENT INSURANCE

All full-time and part-time employees of the college are covered by a travel and accident insurance policy. A copy of the master policy is on file in the Dean of Administrative Services Office located in the Administration Building. The policy provides the following monetary protection by class for employees on college business for accidental death, dismemberment and loss of life.

CLASS I - Includes and is limited to such persons who are individually classified as an upper level administrative employee. Including members of the Board of Trustees, President and Deans, the principal sum is $100,000.00.

CLASS II - Includes and is limited to such persons who are individually designated as a professional employee, as a director, coordinator, manager, and other supervisory personnel. The principal sum is $50,000.00.

CLASS III - Includes and is limited to all other employees, not included in Class I or Class II, i.e., hourly classified employees. The principal sum is $25,000.00. (Board Policy 818)

PROFESSIONAL LIABILITY INSURANCE

All employees of the college are covered by a professional liability insurance policy. A copy of the master policy is on file in the Dean of Administrative Services Office located in the Administration Building.

All persons who were, or are, or shall be employed by Dodge City Community College and also student teachers and all elected or appointed members of the Board of Trustees, are covered by the Professional Insurance Policy. (Board Policy 820)

JOB-RELATED INJURY AND WORKMAN'S COMPENSATION

The Board operates under the requirements of the Kansas Workman's Compensation Act, as set forth in the appropriate state statutes. All employees of the college are covered by the Kansas Workman's Compensation Act.

Absence from work due to a job related injury or illness may entitle an employee to medical or disability income benefits under the State Workman's Compensation Act. If worker's compensation benefits are awarded, they are coordinated with (not paid in addition to) other college benefits.

In the event that you become injured while on the job, you are asked to report the accident to your immediate supervisor immediately, in addition to notifying the Personnel Office located in the Administration Building, Ext. 325.

Appropriate forms should be obtained, completed, and returned to the Personnel Office as soon as possible following an injury sustained while you are on the job. Forms can be obtained from the Personnel Office located in the Administration Building. If, as a result of this injury, you are absent from work and/or are receiving workman's compensation payments or vehicle/medical payments, the following procedures will go into effect:

1. For each day you are absent, you will continue to receive your daily rate of pay, and the time will be charged against your accrued sick leave.

2. If you have sufficient accrued sick leave to cover the total period of absence, the total amount of worker's compensation payments will be signed over to the college.

3. If you do not have sufficient accrued sick leave to cover the period of absence, the only compensation you will receive for the time not covered by sick leave will be what you receive from workman's compensation or vehicle/medical payment.

DISABILITY INSURANCE

All full-time employees of the college are covered by a disability insurance policy, paid by the Board. Coverage provides for short-term disability and only to the extent benefits are paid for 180 days. Additional long term disability is available for purchase by the employee. KPERS does include additional limited disability insurance with a minimum of $50.00 in social security deductions.

Employers receive a copy of above policies at the time of employment and upon application for coverage. (Board Policy 819)

TAX SHELTERED ANNUITY CONTRACTS

The Board provides to all employees the opportunity to purchase tax sheltered annuity contracts.

The employee must file an application for the purchase of the annuity on the regular form of the insurance company with the Payroll Office.

The employee, not the Board, has the responsibility to initiate a change or termination of the purchase of tax sheltered annuities in accordance with established Board policies.

The Board will accept reciprocal contracts of other school districts for the purpose of such annuity purchases if the insurance company is licensed to conduct business in Kansas.

AUTOMATIC PAYROLL DEDUCTIONS

An employee may take advantage of automatic payroll deductions for I.R.A.'s, tax sheltered annuities, savings plans, court orders, and etc., through the college's payroll. The employee must file an authorization form with the Payroll Bookkeeper for each automatic payroll deduction requested.

RETIREMENT PROGRAM (KPERS)

All full-time employees are covered under the Kansas statutes relating to the Kansas Public Employees Retirement System (KPERS).

A KPERS annual statement (of members account) is sent to the employee by the system.

Under this plan, the employee currently pays 4%. The employer's share is paid by the State of Kansas.

LEAVES - PAID

VACATIONS

Full-time and Part-time Personnel

Vacation days are provided to enable employees to leave their work environment for a period of time and are intended to be taken within the fiscal year which they are earned. Unused accumulated vacation days will be paid on a per diem rate upon termination of employment with the college. Vacation days shall be taken at a time

which causes the least disruption of duties, programs, and services for which an employee is responsible. An Absence/Travel Expense Report must be submitted to your immediate supervisor and approved prior to utilization of vacation leave. All leave reports are subject to administrative approval. The Absence/Travel Expense Report may be obtained from your division office or the Payroll Office in the Administration Building.

A. **Administrative Full-time Contracted Personnel**

Administrative full-time contracted personnel (with the exclusion of those engaged primarily as instructors) are entitled to vacation at a rate of twenty-two (22) days per fiscal year of employment. Vacation entitlement for any period of less than one fiscal year will be computed as having earned at the rate of two (2) days for each month completed employment, but said entitlement will not exceed twenty-two (22) days for any fiscal year of employment or portion thereof, and must be used by December 31 of the following fiscal year.

B. **Full-time Classified Personnel**

Full-time classified personnel are entitled to vacation at the rate of one-half (½) day per month up to a maximum of five (5) days or forty (40) hours per fiscal year for the first year of completed employment; one (1) day per month up to a maximum of ten (10) days or eighty (80) hours per fiscal year after two years of continuous employment; one and one-half (1½) days per month up to a maximum of fifteen (15) days or 120 hours per fiscal year after ten (10) years of continuous employment; and two (2) days per month up to a maximum of twenty (20) days or 160 hours per fiscal year after fifteen (15) years of continuous employment. Said entitlement will not exceed twenty (20) days for any fiscal year of employment or portion thereof, and must be used by December 31 of the following fiscal year.

C. **Part-time Hourly Classified Personnel**

All hourly part-time classified personnel will earn vacation on a prorated basis at the rate of 42.5% of a day to the nearest half day, for each full month worked during the first year of employment.

From then on they shall receive 85% of a day, to the nearest half day, for each full month worked, not to exceed a total of ten (10) days or eighty (80) hours, and must be used by December 31 of the following fiscal year.

This would include those persons working short work days, or those working only the nine (9) or ten (10) months of the school year, each year.

PERSONAL ILLNESS OR INJURY

SICK LEAVE

All full-time employees will be granted leave with full pay for personal illness, injury, disability, childbirth, and illness or disability associated with pregnancy, on the following terms:

1. There shall be on file in the Business Office a cumulative absentee record for each employee. As soon as possible after the close of the first semester and when checking out after the close of the second semester, each employee is to verify the record at the Payroll Office.

2. All regular full-time employees will be entitled to sixty (60) school days of sick leave* annually each year that their employment is in force, except new employees will have only ten (10) school days of sick leave for the first six months of their employment during the first year. After six (6) months waiting period, they will be entitled to full benefits. The annual sixty (60) days of sick leave is not accumulative. After five (5) days of sick leave per single illness, the Board reserves the right to require the employee to furnish a physician's statement documenting the illness or condition which requires the sick leave. Hourly personnel will be paid up to 8 hours per day on sick leave.

* (Including illness or disability resulting from pregnancy.)

DISABILITY LEAVE

Disability leave will be granted to full-time employees who are unable to perform their job responsibilities for a period of time due to extended illness, surgery, childbirth or illness associated with pregnancy. In applying for a disability leave you should follow this process:

1. Notify your immediate supervisor and submit a written request to the Personnel Office at least ten (10) weeks prior to anticipated start day of the leave. (If this is not possible, or if the disability is unpredicted, notification should be given as soon as possible to the Personnel Office and the supervisor.)

2. You must submit a medical doctor's verification of the specific date that you become unable to perform your job responsibility. On that date, your accumulated sick leave goes into effect. A form to use for this purpose is available in the Payroll Office.

3. You will receive your regular pay during the period you are on disability leave for the number of sick days you have accumulated prior to the leave or for the number of days of actual disability as verified by your doctor.

4. You should submit a medical doctor's verification indicating the date on which you will be able to return to work and assume your job responsibilities. A form to use for this purpose is available in the Payroll Office. It is advised that you keep the Personnel Office and your supervisor informed of your progress and of your anticipated return date.

5. You should return to work on the date indicated on the doctor's verification form unless a request is made, and approved for child care leave, extended illness/injury leave, or a written resignation is received by the Personnel Office. Such requests should be made at least two (2) weeks prior to your return date, or as soon as possible. Failure to do so will be considered as a resignation.

   NOTE: Extended illness/injury leave may be granted **without pay** when your accumulated sick leave is insufficient to cover the period of disability.

Child care leave may be granted **without pay** for periods not to exceed one year if the health of the child requires a parent's attention, as verified by the medical doctor. Only parents, or persons serving in the capacity of parents, should request a child care leave of absence.

ILLNESS IN IMMEDIATE FAMILY

Absence because of serious illness or serious injury of a member of your immediate family is to be considered as a part of the sick leave absence policy with full pay and is to be handled on the same basis as outlined earlier. The term "immediate family" shall be understood to include only husband or wife and dependent children living at home. Absence because of illness of brothers, sisters, children not living at home, and father or mother of the employee shall be limited to ten (10) days per instance. You may be granted a leave of absence without pay for extended illness or injury to members of your immediate family (as defined above) with approval by the President and the Board of Trustees.

FUNERAL LEAVE

In case of death in the immediate family, you may be granted up to five (5) days of absence annually, with full pay, subject to the approval of your immediate supervisor. The immediate family is interpreted as father, mother, brother, sister, husband, wife, son, daughter, and father-in-law, mother-in-law, grandfather, grandmother, or grandchild of the employee.

PERSONAL BUSINESS LEAVE

All full-time professional and administrative employees may be granted two (2) days or sixteen (16) hours of personal business leave each year. All full-time classified employees may be granted five (5) days or forty (40) hours of personal business leave each year. This leave is not accumulative and must be approved in advance by the President or his designated representative. You may be granted personal business leave by filing a request with your immediate supervisor, including the purpose for the requested leave. You should request the leave five (5) working days in advance, if possible. The Absence/Travel Expense Report should be used for all leave requests. The purpose for the leave must be an activity that cannot be accomplished outside of your normal working hours and should not be a vacation-like activity.

A leave for medical purposes will be charged against your accumulated sick leave. Approval may be given to use personal business leave for medical purposes only when you have exhausted your sick leave time.

MILITARY LEAVE

A military leave of absence will be granted to employees under provisions of the State of Kansas. Your request for such a leave should be submitted at least ten (10) weeks prior to the beginning date of your leave. An employee with the prior approval of the appropriate supervisor and President may be granted leave under this provision upon completing an Absence/Travel Expense Report obtained from the Payroll Office. You are asked to schedule your military activities, if possible, in a way that would least conflict with your work-day assignment.

JURY DUTY

You may be excused by your immediate supervisor to participate in jury duty. An employee with the prior approval of the appropriate supervisor and President may be granted leave under this provision upon completing an Absence/Travel Expense Report obtained from the Payroll Office.

If your absence would work a real hardship (for example, if a satisfactory replacement could not be obtained), your supervisor may request that you be excused from service.

INSTITUTIONAL LEAVE

Leave with pay will be granted to any full-time employee for any absence resulting from the employee being assigned the responsibility for a student activity or being selected by the administration to represent the college at an activity or a meeting.

An employee with the prior approval of the appropriate supervisor and President may attend such in-state meetings as are required by the position or as deemed necessary by the employee and the supervisor. No vacation time or professional/personal leave time is to be deducted from the employee's record for these approved college related trips. Out-of-state trips at the college's expense will be made only with written approval of the President, and in most cases will be limited to one national meeting of the appropriate professional group.

PROFESSIONAL DEVELOPMENT LEAVE

Full-time administrative and professional employees (faculty) may be granted a total of five (5) days per year with pay to attend professional meetings. Application for such leave should be submitted as far in advance as possible, and is subject to the approval of the President or his/her designated representative. The Absence/Travel Expense Report should be used for requesting Professional Leave.

PROFESSIONAL GROWTH/ SABBATICAL LEAVE CONTRACTS

1. Any full-time professional employee (faculty) or administrator who has completed seven years of service at DCCC may, upon approval of the appropriate supervisor and/or dean and the President, petition the Board of Trustees for a professional growth contract. Such a contract may be for an entire year or either semester.

2. A professional growth contract may be granted for any approved program for professional growth and may include formal education, work experience, or travel.

3. The applicant for the professional growth contract must file with the appropriate dean and/or President an approved professional growth plan. If this plan includes formal education, such credit shall be graduate credit from an institution accredited for granting of graduate degrees. (Applicants are eligible if they have not yet completed a doctoral degree, but are or can be, admitted to a graduate program). If any part of the growth plan involves work experience or travel, an approved work schedule or itinerary of travel must be included.

4. A staff member under a professional growth contract shall receive one-half (½) his/her fiscal year (annual) salary during the duration of the contract period. In addition, he/she shall be considered a regular member of the professional staff, retaining all fringe benefits and privileges accorded to staff members.

5. The applicant for the professional growth contract shall sign a promissory note in the amount of the salary and fringe benefits to be paid him during the leave period, agreeing to return to his original position for two years under a regular contract. Upon failure to honor this agreement or ensuing contract, the recipient of a professional growth contract shall reimburse the college an amount equal to the amount stated and/or paid him/her in the note.

6. In the event the professional or administrative employee cannot honor this agreement because of physical or mental illness, death, or such physical incapacitation that would prevent his return to regular employment, liability for the note shall be waived by the Board.

7. No more than two full-time professional employees or one administrative employee may be under this contract at any one time.

8. Application for the professional growth contract must be submitted to the Board of Trustees at least three (3) months prior to the effective date.

HOLIDAYS

The following will be observed as paid holidays by the College:

1. New Year's Day, January 1
2. Memorial Day, last Monday in May
3. Independence Day, July 4
4. Labor Day, first Monday in September
5. Thanksgiving Day, fourth Thursday in November
6. Friday following Thanksgiving Day
7. Christmas Day, December 25, and additional days during that week and/or the following week.

Substitute holidays may be established by the President's Office.

SERVICES TO EMPLOYEES

NOTES

ORIENTATION

All new full-time employees are invited to orientation sessions held periodically throughout the year. Employees are given an overview of the history and mission of the college, as well as information regarding insurance benefits and other services provided to employees. It offers a unique opportunity to ask questions and meet other recently-employed staff members.

Individual supervisors are expected to introduce new employees to department staff and to assist in the orientation of employees in their specific position.

STAFF DEVELOPMENT ACTIVITIES

On-campus staff development activities are planned for all employee groups throughout the year. Working with the Dean of Instruction, the Dean of Administrative Services schedules periodic in-service sessions for college employees. The subject matter ranges from general interest to specific skills-oriented workshops. These activities are offered at no cost to employees, although you are asked to pre-register for most sessions. Supervisor approval should be obtained prior to attending an event during the normal work hours.

Administrative and supervisory personnel meet on a regular basis to share information and attend specially designed in-service sessions.

Faculty-staff development activities are generally planned by the Faculty-Staff Development Committee, and in-service workshops, seminars, or other activities are held during student registration periods.

DCCC I.D./FACULTY (STAFF) PASS

Your DCCC identification card or faculty (staff) pass will entitle you to a free admittance to most of the college's activities except for athletic tournaments where admission must be paid. Use your I.D. or faculty (staff) pass for free admittance to Community Concerts, also.

Staff identification cards are issued through Student Services and should be validated each year. Validation stickers can be obtained through the activity fund accounting office. Faculty (staff) passes are issued by the Athletic Department.

PARKING

Ample parking spaces for all employees are provided on the DCCC campus. Major parking lots are located adjacent to the Little Theatre and the Math/Science buildings. Additional parking is available for those work sites near the dormitories and Agriculture Technology buildings.

The west-most row of spaces adjacent to the Little Theatre and Math/Science buildings are especially reserved for staff. Employees may take advantage of the reserved staff spaces or park anywhere within the open lots.

Special parking spaces are reserved for handicapped individuals. Special permits are required for those who qualify. In addition, limited spaces are reserved for specific people by assignment only. Fire lanes and yellow curbs indicate no parking at any time, and they are tow-away zones. Parking regulations are strictly enforced.

Visitor parking spaces are not intended for staff use and violators will be ticketed.

College parking permits are required by all employees and must be obtained through the Physical Facilities Office.

It is strongly suggested that you keep your car locked at all times. Dodge City Community College assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus.

CAMPUS NEWS

Dodge City Community College attempts to keep its employees informed of activities and news. The Community Relations office publishes the DCCC On-Campus Newsletter which provides staff members with information of events, activities, and new happenings throughout the College and is distributed to all campus mail facilities.

The student newspaper, The Conquistador, is distributed at no charge in various parts of the campus. The Faculty Association prints a newsletter keeping its members updated on activities and functions of the association.

KINF-FM RADIO STATION

Tune into 91.9 on your radio dial. The college offers the best student entertainment programming over the airways via KINF. The studio is located in the northeast corner of the Learning Resource Center.

FOOD SERVICE

Many employees choose to have lunch on campus due to the distance to local restaurants or food stores. The cafeteria in the Student Union operates on nearly all workdays, though may offer a limited menu during student break periods. Breakfast is served beginning at 7:00 a.m., and lunch is served until 1:30 p.m. in the dining area on the second floor. Both hot meals and cold sandwich menus are available on most days.

A snack bar is available downstairs in the Student Union. Food service on campus is contracted with and provided by American Food Management, Inc.

DCCC BOOKSTORE

In addition to serving the textbook needs of students, the Bookstore, located on the first floor of the Student Union, offers many gift items, clothing, office supplies, and books and magazines for recreational reading. Many staff members rely upon the Bookstore for emergency needs and regular shopping.

HEALTH SERVICES

Health Services are available to all Dodge City Community College personnel as well as the students. The Division of Allied Health and Nursing provide staff nurses to assist you with health care. Office hours are between 9:00 a.m. and 12:00 noon, Monday through Friday. Services provided include pre-diagnosis check-up, follow-up of personnel who are ill, health education information, allergy shots, voluntary eye check-up, and health referral to physicians. When health care services are necessary, contact or go directly to the office of the Secretary to the Director of Nursing's office located in the Fine Arts Building (breezeway) and an immediate appointment will be made. Walk-in service is available.

NOTARY PUBLIC

On occasion, employees may require the services of a notary public. We are fortunate to have several staff members who provide that service. A quick check with Personnel or Business Office will give you the name and office location of a notary public on campus.

LEARNING RESOURCE CENTER

All employees are encouraged to use the many resources and services provided by the L.R.C. The reference section is one of the most complete in the area, including directories, special dictionaries, and encyclopedias, and great stores of information on microfilm. For more casual reading, there is an extensive periodical and fiction collection located on the first floor. Even if you are not motivated to read or use the other educational resources available, you are urged to visit the L.R.C. to relax and enjoy the calm, comfortable atmosphere you will find there.

ENROLLMENT IN DCCC COURSES

Board-approved employees may enroll for courses offered by the college, with a tuition waiver. If the course is offered during your regular work hours, you should secure your supervisor's approval and arrange to make up the time missed by attending the class. You are also asked to limit enrollment to one course per semester if it meets during your normal work hours. You are **not** required to make up time for attendance at in-service training sessions, DCCC workshops, or classes taken at your supervisor's request. An employee must enroll through the Records Office, complete a financial aid award from the Financial Aid Office, and pay fees, if charged, at the time of enrollment through the Business Office. The college is required by the IRS to report tuition waivers as other (salary) compensation.

ADULT EDUCATION AND HIGH SCHOOL COMPLETION

The Community Services Division and Center for Business and Industry offer numerous seminars, workshops, and adult education courses on a great variety of topics that you may choose to attend. Many of these are provided to staff members at a reduced rate, and some with tuition waiver. You should contact the Community Services or Center for Business and Industry offices to register for seminars or courses. In addition, adult basic education courses, as well as the high school completion program, is available to all employees with a tuition waiver. Don't pass up a wonderful opportunity to enroll in those general interest or credit courses that you've always wanted to take!

All employees are asked to read this Handbook in its entirety, discuss it with his/her supervisor, and complete the following verification form. Please clip this page from your Handbook and return it to the Personnel Office, Administration Building, or Box 2, at your earliest convenience. Thank you!

_____ read the Employee Handbook and am familiar with the information it contains.

_____ read the Employee Handbook and discussed the information with my supervisor.

_____ read the Employee Handbook and have additional questions about _____

Employee Signature _____

Supervisor's Signature _____

Date _____

Return To:
Campus Mail
Personnel
Box 2
Administration Building
DCCC

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